



CITY OF SAN BRUNO

567 El Camino Real
San Bruno, CA 94066
Voice: (650) 616-7074 Fax: (650) 873-6749
<http://www.sanbruno.ca.gov>

COMMUNITY DEVELOPMENT DEPARTMENT

APPLICATION TO PLANNING COMMISSION

TYPE OF APPLICATION	FEE ¹	APPLICATION DATA
___ Administrative Review	\$ 260.00	Case #(s): _____
___ Architectural Review Permit (AR)	\$ 642.00 ²	Date Submitted: _____
___ Development Agreement (DA)	\$3,780.00 + Direct Costs	Agenda Date: _____
___ General Plan Amendment (GPA)	\$2,538.00 + Direct Costs	Total Fees Paid: _____ Check #: _____
___ Minor Modification (MM)	\$ 443.00	
___ Miscellaneous Required Review	\$ 260.00	
___ Parking Exception (PE)	\$ 820.00	
___ Planned Development (PD)	\$2,538.00 + Direct Costs	
___ Planned Unit Permit (PUP)	\$1,296.00	
___ Planned Development Permit (PDP)	\$2,538.00	
___ Sign Deviation (SD)	\$ 379.00	
___ Temporary Use Permit (TUP)	\$ 260.00	
___ Use Permit (UP)	\$1,090.00 (residential)	
	\$1,290.00 (non-residential)	
___ Variance (V)	\$ 820.00	
___ Zoning Change/Text Amendment (ZC/ZA)	\$2,538.00 + Direct Costs	

(See reverse for footnotes.)

PROJECT DESCRIPTION: _____

PROPERTY INFORMATION

Address: _____ APN(s): _____

Existing Use: _____ Zoning: _____ General Plan: _____

APPLICANT INFORMATION

Name: _____ Contact Person: _____

Address: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

Email Address: _____

OWNER INFORMATION

Name: _____ Contact Person: _____

Address: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

Email Address: _____

Signature (Applicant): _____ Date: _____

Signature (Owner): _____ Date: _____

FOOTNOTES TO FEE SCHEDULE

1. Single-family and duplex residential projects requiring more than one type of application shall be required to pay only the highest application fee and the environmental determination fee. (This does not apply to land divisions.)
2. In addition to the base fee for an architectural review permit, there shall be a fee for projects with a valuation of \$200,000 or more. The additional fee shall be \$1.00 per \$1,000 of total valuation. For the purpose of computing the additional fee, the valuation shall be the cost of construction, alteration, rehabilitation and/or repair of buildings, structures and/or land, as estimated by the Community Development Director at the time the application is filed. For developments requiring subsequent planning applications, the valuation fee shall be paid upon submittal of the final application.
3. Fee is for preparation of a negative declaration by City staff. More complex projects may require environmental analysis and/or preparation of documents by outside consultants, whose fees shall be paid by the applicant, plus 25% to cover City administrative costs. In addition, the applicant shall pay a Fish and Game fee (currently \$1,250) for a negative declaration prepared pursuant to Section 21080(c) of the Public Resources Code, unless waived as provided in footnote 6, below.
4. The applicant shall pay all consultant fees associated with environmental analysis of the project, plus 25% to cover City administrative costs. In addition, the applicant shall pay a Fish and Game fee (currently \$850) for an environmental impact report prepared pursuant to Section 21151 of the Public Resources Code, unless waived as provided in footnote 6, below.
5. All negative declarations and EIRs filed with San Mateo County shall require an additional \$25 processing fee.
6. The Fish and Game fee may be waived for projects determined through findings of *de minimus* impact to have no potential for causing adverse impacts on fish and wildlife. Upon completion of the initial study, the applicant will be notified whether such findings have been made.

GENERAL SCHEDULE FOR APPLICATION REVIEW
(Schedule for Categorically Exempt Projects only)

1. From Date of Submittal – A letter of Review will be mailed within (30) days:

- a. The application will be deemed Complete and scheduled for the next available Architectural Review Committee hearing (a maximum of five (5) applications per hearing) OR
- b. If more information is needed, Planning staff will send a letter of “Incompleteness” and list any application requirements that were not included at time of initial submittal.
 1. *Note* - Applicant/Owner shall submit a color and materials board to Planning Staff at time of initial submittal

2. Architectural Review Committee Hearing:

- a. Applicant/Owner shall attend their scheduled hearing. Architectural Review Committee meetings are typically held on the second Thursday of each month, beginning at 6:00 PM.
- b. Three (3) members of the Planning Commission, Planning Staff and the Applicant/Owner will meet for design review of the project.
- c. Any recommended changes by Staff or the Architectural Review Committee will be forwarded to the Applicant/Owner along with a copy of the ARC minutes for reference.
- d. With a favorable review from the Architectural Review Committee, Applicant/Owner shall submit revised plans to Planning staff by the following Friday in order to be scheduled for the next available Planning Commission Hearing (a maximum of five (5) applications per hearing). Any delay in plan submittal may result in a later Planning Commission Hearing.
- e. If significant changes in the design are recommended at the hearing, the Applicant/Owner may need to resubmit plans for an additional Architectural Review Committee hearing. Scheduling for the next hearing will be set up on a case by case basis depending on the scope of change that is requested.

3. Planning Commission Hearing:

- a. Applicant/Owner shall attend their scheduled hearing, typically held on the 3rd Tuesday of each month, beginning at 7:00 PM.
- b. A copy of the project’s “Conditions of Approval” will be forwarded to the Applicant/Owner for signature and submitted to Planning Staff within (10) days of Planning Commission Hearing.
- c. Applicant/Owner shall submit for a Building Permit within twelve (12) months of Planning Commission Approval, once a submitted signed copy of the “Conditions of Approval” is on file with the Planning Division.

APPLICATION REVIEW PROCESS

Planning applications require varying degrees of review, as specified by the Zoning Ordinance. The following table summarizes the review requirements for common types of applications. Please contact the Planning Division for further details on the review process for your application.

Architectural Review Only	Planning Commission Only	Architectural Review and Planning Commission
<ul style="list-style-type: none"> • Architectural Review Permit • Minor Modification • Sign Permit Deviation 	<ul style="list-style-type: none"> • Conditional Use Permit (Commercial) • Temporary Use Permit • Parking Exception • Development Agreement • General Plan Amendment • Zone Change/Code Amendment 	<ul style="list-style-type: none"> • Conditional Use Permit (Residential) • Variance • Planned Development • Planned Unit Permit • Planned Development Permit

ARCHITECTURAL REVIEW COMMITTEE

Residential Projects: For projects requiring a conditional use permit and/or variance, the application will be forwarded to the Planning Commission upon the recommendation of this Committee. If an application requires further review by the Committee (e.g., to review revised plans), it will be continued to the Committee's next meeting. Applicants may proceed to the Planning Commission without a favorable recommendation from the Committee, although this increases the likelihood of having the application denied and/or delayed.

Commercial Projects: Architectural review is only required for new buildings and exterior changes that would be visible from a public right-of-way.

PLANNING COMMISSION & APPEAL PROCESS

The Planning Commission may postpone review of an application if it needs additional information to take action. Planning Commission actions are not final until completion of the ten (10) day appeal period. A fee is involved with any appeal application. In addition, the Mayor or any member of the City Council may request that a Planning Commission application be called up to the City Council.

SUBMITTAL GUIDELINES

All required materials must be submitted by 5 p.m. on the submittal deadline (see schedule, page 3). **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.** Applicants should meet with Planning Division staff prior to submittal in order to ensure compliance with these guidelines and avoid delays.

A. REQUIRED MATERIALS

1. Completed application form, including owner's signature
2. Architectural plans prepared in accordance with the Plan Checklist below
3. Application fees
4. Environmental Information Form (not required for single-family residential additions)
5. Applicant's Support Statement (not required for single-family residential additions)
6. Other materials as required by staff

B. PLAN CHECKLIST

1. QUANTITY
 - Six (6) sets of stapled, full-size plans for Architectural Review Committee; ten (10) sets for Planning Commission. Each set should be folded to approximately 8.5" x 11". Additional sets may be required due to revisions during the review process.
 - One (1) complete set of 8.5" x 11" reduced plans
 - For Planning Commission, one (1) complete set of 8.5" x 11" acetate transparencies
2. SITE PLAN
 - Scale (1/8" = 1' or similar) and north arrow
 - Property lines with dimensions. Show the entire lot on one sheet. Note that lots are typically set back several feet from the sidewalk (contact Planning Division staff for setback).
 - Existing and proposed buildings and structures. Indicate the use of each structure, dimensions, and distances to property lines. Identify new construction by shading or similar means. For two-story projects, show approximate locations and setbacks of neighboring buildings.
 - Roof plan showing slopes and eave widths
 - Driveways, parking areas, paths and walkways
 - Rights-of-way and easements
 - Significant trees and landscape features. Indicate tree name, trunk diameter, drip line, and intention to remove.
 - Project data: (a) lot size in square feet; (b) existing and proposed lot coverage; (c) floor area of existing and proposed buildings; (d) number of covered parking spaces
 - Legend: (a) project address and description; (b) names, addresses and phone numbers of architect/designer and applicant; (c) date of preparation and any revision dates

3. FLOOR PLANS

- Scale (1/4" = 1' or similar)
- Identify existing walls to remain, walls to be demolished, and new walls.
- Identify use of each room (e.g., living room, kitchen, bedroom, garage, etc.).

4. ELEVATIONS — *Drawings of all sides are required, including those with no proposed changes.*

- Scale (1/4" = 1' or similar)
- Label each elevation by its orientation (e.g., north, south, front, rear)
- Label and accurately depict siding and roof materials, trim, windows, doors, gutters and downspouts, and other features such as stairs, balconies, chimneys, and vents.
- Identify area(s) of new construction by shading or similar means.
- Indicate maximum building height (measured from lowest adjacent grade to highest point of building).
- For commercial projects, show all signage, including freestanding signs with height indicated.

5. LANDSCAPE PLAN — *commercial projects only*

- Scale (1/8" = 1' or similar) and north arrow
- Existing and proposed trees, shrubs, and ground cover. Include street trees.
- Landscaping features such as planters, paved areas, furniture, and water features
- Plant schedule with the following: (a) Latin and common names; (b) gallon/box size; (c) quantity; (d) mature height and spread; (e) years to maturity; (f) plant characteristics.
- Irrigation lines

6. ADDITIONAL INFORMATION — *Depending on the project, the following may also be required:*

- Color and material samples – **REQUIRED AT TIME OF SUBMITTAL**
- Colored elevations and/or renderings
- Cross-sections of buildings and/or site
- Photographs and/or photo simulations
- Lighting plan

GENERAL NOTES

1. No permit(s) issued pursuant to this application will grant any right or privilege to use any building or land contrary to the provisions of law or any ordinance of the City of San Bruno. All provisions of law governing the use of buildings and land shall be in force whether specified or not.
2. Approval of this application does not constitute approval from the San Bruno Building Division or the Public Works, Police, or Fire Departments, whose approval must be secured separately after planning approval.
3. The City of San Bruno has specific requirements concerning the collection and storage of recyclable materials (Ordinance 1524) and a Transportation System Management Program (Ordinance 1532), which apply to certain types of projects and land uses. Contact Planning staff to find out if these requirements apply to your project.
4. Residential and commercial construction projects that involve a new building, or an addition to an existing building, are subject to San Mateo County school impact fees. For further information please contact the Community Development Department or the local school district.